



DEPUTY ATTORNEY GENERAL IV

EXAM CODE: 6JU48
EXAM TYPE: DEPARTMENTAL – PROMOTIONAL
LOCATION(S): STATEWIDE
BULLETIN RELEASE DATE: August 24th, 2016
FINAL FILING DATE: September 8th, 2016
SALARY INFORMATION: \$8,872 - \$11,392*
**The salaries used in this bulletin are the latest available from the state controller's office, but may not reflect the most recent salary adjustment.*
CLASS & SCHEM CODE: 5705/OC50

EQUAL EMPLOYMENT & DRUG FREE STATEMENTS

The state of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is the objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

WHO CAN APPLY

Persons who meet the minimum qualifications by the announced final filing date. Applicants must have a permanent civil service appointment with the Department of Justice within three years of the final filing date in order to take this examination. Employees who have limited-term appointments in the department for which the examination is being given (provided they have had a permanent appointment and no subsequent break in service) are allowed to participate in departmental promotional examinations in the department. Otherwise, employees must be:

- 1) A current or former employee of the legislature for two or more years as defined in government code (GC) section 18990; OR
- 2) A current or former non-elected exempt employee of the executive branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in GC section 18992; OR
- 3) Persons retired from the united states military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in GC section 18991.



SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "examination application." You will be notified in writing to determine what assistance can be provided.

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Department of Justice. The list will be abolished **24** months after it is established, unless the needs of the service and conditions of the list warrant a change in this period.

FINAL FILING DATE

September 8th, 2016

Examination applications (form STD 678) must be postmarked (U.S. mail) or personally delivered no later than the final filing date. Applications must have an original signature. Applications without original signature will be rejected from the examination.

APPLICATIONS POSTMARKED OR PERSONALLY DELIVERED AFTER THE FINAL FILING DATE WILL NOT BE ACCEPTED FOR ANY REASON.

MINIMUM QUALIFICATIONS

Ten years of legal experience in the practice of law in a governmental jurisdiction or in the private practice of law*, four years of which must have been at a level of responsibility equivalent to Deputy Attorney General III. (Applicants who have completed nine years and six months of the required total legal experience including three years and six months of the required experience comparable to the Deputy Attorney General III class will be admitted into the examination but must complete the required ten years total legal experience which includes at least four years of experience at the Deputy Attorney General III level before they will be eligible for appointment.)

All classes require active membership in The California State Bar. (Applicants who are not members of The California State Bar but who are eligible to take The California State Bar examination will be admitted to the examination but will not be considered eligible for appointment until they are admitted to The State Bar.)

DEFINITION OF TERMS

Experience in the "**practice of law**" or "**performing legal duties**" is defined as (1) only that legal experience acquired after admission to any State Bar, or (2) experience as a judicial clerk for a federal court, California State courts, or any other state's court, to constitute experience in the practice of law. For an individual's judicial clerkship to qualify as experience in the "**practice of Law**" or "**performing legal duties**", the experience must have been gained after receipt of a Juris Doctor or equivalent degree.

Level of experience equivalent to Deputy Attorney General III – the applicant must have State service experience of appropriate type and length in a class at the same (or a higher) level of responsibility as the class specified.

POSITION DESCRIPTION

Incumbents in this class are well-experienced attorneys with expertise in a broad or specialized area of law and have demonstrated their ability to independently perform assignments consisting of the more complex and sensitive legal work of the Office of the Attorney General and to consistently produce favorable results on these proceedings. A Deputy Attorney General IV represents and acts as counsel for large State departments, for a group of boards and commissions whose legal work is more difficult, and advises district attorneys, county counsels, grand juries, and other public agencies staffed principally by attorneys. Persons in this class are assigned litigation of great difficulty and handle cases that are likely to be appealed to the highest courts. They may act as lead persons over the work of other attorneys.



EXAMINATION INFORMATION

In order to obtain a position on the eligible list, applicants must receive a minimum rating of 70% on the examination. This exam will consist of the following:

TRAINING AND EXPERIENCE NARRATIVE - 100%

The Training and Experience Narrative consists of job-related questions for which candidates must submit typed responses. A panel of subject matter experts will evaluate competitors' responses to each question using job-related rating and scoring criteria. Candidates are not to receive any coaching or assistance and supervisors are not to review, edit or make suggestions.

KNOWLEDGE, SKILLS, & ABILITIES

The **Training and Experience Narrative** will measure the following:

KNOWLEDGE OF:

1. The principles and practices for properly conducting legal research, such as ensuring law is current (i.e., "Shepardizing") and checking for recent amendments to statutes.
2. The general principles of jurisprudence to ensure proper application of the law to facts, including statutory construction and stare decisis (i.e., obligation to follow precedent).
3. How to conduct legal analysis (e.g., issue-spotting, rule analysis, applying law to facts) to ensure relevant issues and information are identified and correlated with applicable law, and to aid in predicting the legal outcome.
4. The English language to effectively produce a variety of written work products. Includes knowledge of grammar, spelling, punctuation, sentence and paragraph structure, organization, and appropriate vocabulary.
5. How to prepare written documents (e.g., internal memos, summaries of facts, narrative reports) in a clear, concise manner and in a logical format.
6. Appropriate methods of factual investigation (e.g., interviewing witnesses, investigative subpoenas) and their relative advantages and disadvantages to properly and effectively supplement available information.

SKILL TO:

1. Read and comprehend complex written documents such as court filings, codes, court rules, laws, and legislative history.
2. Work productively with colleagues and staff with different backgrounds and capabilities.
3. Work cooperatively and productively as a member of a team in order to achieve work goals.
4. Weigh the relative advantages and disadvantages of a potential action, to ensure a timely, effective decision.
5. Determine the full range of legal issues to be researched in order to conduct thorough and efficient research.
6. Develop queries (both electronic and non-) to effectively guide the research of legal issues in order to efficiently obtain answers.

ABILITY TO:

1. Work independently without constant contact or reinforcement from supervisors and colleagues while producing high quality work products and meeting work deadlines.
2. Think critically to detect potential logical, legal, and/or factual flaws in arguments and test basic assumptions.
3. Grasp complex concepts in order to apply them to the facts of a case or project.
4. Reason logically in order to develop research/investigation strategies and/or plan the development of a project or case.
5. Explore the strengths and weaknesses of positions and contentions, whether proposed by oneself or others.
6. Apply knowledge and judgment to determine the best course of action from a set of alternatives (e.g., the best settlement option).
7. Use analytical reasoning, both inductive and deductive, to solve complex problems and develop solutions.
8. Assimilate large amounts of information in order to formulate conclusions and connect that information to one's existing knowledge and concepts.



ADDITIONAL REQUIREMENTS

Under Section 432.7(e) of the Labor Code, persons seeking employment with the Department of Justice may be asked to disclose arrest or detention information regardless of whether or not the arrest or detention resulted in conviction, referral, or participation in diversion programs prior to appointment. Department of Justice regulations may require, as a minimum, pre-employment investigations consisting of fingerprinting; inquiry to local, State, and national files to disclose criminal records; verification of minimum qualifications (i.e., college transcripts); financial status; previous employment background; and personal interviews to determine applicant's suitability for employment.

VETERANS' PREFERENCE

Veterans' preference **does not** apply for this examination.

CAREER CREDITS

Career credits **do not** apply for this examination.

FILING INSTRUCTIONS

To apply for this examination, please complete and return the following:

- [Standard State Employment Application \(Form STD 678\)](#)
- [Conditions of Employment \(Form 631\)](#)
- Affirmation Page
- Training and Experience Narrative

MAILING ADDRESS:

DEPARTMENT OF JUSTICE
TESTING & SELECTION UNIT
ATTN: DAG IV EXAMINATION
P.O. BOX 944255
SACRAMENTO, CA 94244-2550

FILE-IN-PERSON:

DEPARTMENT OF JUSTICE
TESTING & SELECTION UNIT
ATTN: DAG IV EXAMINATION
1300 "I" STREET, FIRST FLOOR LOBBY
SACRAMENTO, CA 95814

DO NOT SUBMIT APPLICATIONS

- TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR)
- THROUGH EMAIL
- THROUGH FAX
- THROUGH INTER-AGENCY MAIL

CONTACT INFORMATION

Any questions regarding the minimum qualifications, applying for the examination, being scheduled for the examination, reasonable accommodations, the examination components, scoring, etc., may be directed to the contact information below:

PHONE NUMBER: 916-324-5039
FAX NUMBER: 916-445-1218
EMAIL ADDRESS: TSU@DOJ.CA.GOV



GENERAL INFORMATION

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, seven days prior to the test date if he/she has not received his/her notice. For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, 916-324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at California Department of Human Resources Offices (www.jobs.ca.gov), and local Offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: Tests will be given in such places in California as the number of candidates and conditions warrant. Tests are not always given where positions currently exist.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the performance of the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: Pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows: 1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference. 2. An entrance examination is defined, under the law, as any open competitive examination. 3. Veterans Preference is not granted once a person achieves permanent civil service status.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento)

Department of Justice, Office of the Attorney General
Office of Human Resources, Testing & Selection Unit
1300 I Street, Sacramento, CA 95814
916-324-5039

If hearing impaired, call the California Relay Service.
1-800-735-2929 (From TDD Phone)
1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.



Deputy Attorney General IV **Training and Experience Narrative**

GENERAL INSTRUCTIONS

This Training and Experience Narrative is the sole component of the Deputy Attorney General IV examination. The Narrative will be rated by Subject Matter Experts (SMEs) using predetermined rating criteria. To obtain a position on the eligible list a minimum score of 70% must be received. The instructions below should be read carefully and understood before completing this examination; failure to do so may result in an inability to process your Training and Experience Narrative and disqualification from this examination.

- This Training and Experience Narrative consists of three questions.
- You must type your responses to these questions; however, you may use your preferred writing software program to do so.
- Note that, regardless of the writing software program you choose to use, your response to each question may only consist of one (1) sheet of paper, single spaced, in 12 point Times New Roman font, with a one (1) inch margin on the top and bottom of the page, and a one (1) inch margin on the left and right of the page. The maximum number of pages you should complete for this Training and Experience Evaluation is three (3) pages, one (1) page per question. **Responses that do not meet this criteria will not be rated and will result in disqualification from this exam.**
- You **must** write the question number you are responding to in the top left corner of each page. You may hand write this number, however, it must be clearly legible.
- You **must** write the last four (4) digits of your social security number on the top right corner of each page of your responses. You may hand write this number, however, it must be clearly legible.
- Please keep your answers concise, but be sure to answer all questions completely and accurately. Providing specific information will allow the SMEs to properly evaluate your qualifications. Omitted information cannot be considered and will not be assumed.
- The exam submitted should solely be your work. Candidates are not to receive any coaching or assistance and supervisors should not review, edit, or make suggestions.

If you meet the minimum qualifications and are successful in this Training and Experience Narrative process, you will obtain a position on the eligible list for the Deputy Attorney General IV classification.



Affirmation Page

All applicants **must complete and return the entire** packet, including the Training and Experience Narrative, Affirmation page, and Conditions of Employment form by the final filing date stated on the bulletin in order to be considered in this examination process.

The completed Training and Experience Narrative, Affirmation page, Conditions of Employment must be returned to one of the following addresses:

Mailing Address:

Department of Justice
Testing & Selection Unit
Attn: DAG IV Examination
PO Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Testing & Selection Unit
Attn: DAG IV Examination
1300 I Street, 1st Floor Lobby
Sacramento, CA 95814

I hereby certify that the information provided on this Training and Experience Narrative is true and correct to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, suffer loss of State employment, and/or suffer loss of right to compete in any future State examinations.

Your Signature: _____

Date: _____

Your Name
(printed): _____

Contact Information:

Address: _____

City, State, Zip: _____

Phone Number: _____

Email Address: _____



Deputy Attorney General IV
Training and Experience Narrative

Question #1

Incumbents in the Deputy Attorney General IV classification are expected to work on the more complex and difficult matters of Office of the Attorney General. Please describe at least two such legal assignments you have handled, including one assignment where you worked independently with minimal supervision and one assignment where you worked collaboratively.

Question #2

Please describe an instance during your legal career when you were confronted with a sensitive and/or challenging situation that required you to exercise good judgment. What did you decide, what factors and alternatives did you consider, and why did you make that decision?

Question #3

Please describe an instance when you handled a matter involving a significant legal issue that was novel or unresolved. Why was the issue significant in your area of practice, how did you address it, and what was the outcome?

DEPARTMENT OF JUSTICE DEPUTY
ATTORNEY GENERAL IV
PROMOTIONAL - STATEWIDE

CONDITIONS OF EMPLOYMENT
FORM 631

IDENTIFICATION #: _____
(Personnel Office Use ONLY)

NAME: _____ (PLEASE PRINT)
Last First M.I.

If you are successful in the above examination, your name will be placed on the active list and certified to fill vacancies according to the conditions you have specified on this form.

PLEASE SELECT YOUR CHOICE(S) INDICATING LOCATION(S) YOU ARE WILLING TO WORK:

(05)	Anywhere in the State
(0100)	Oakland
(1000)	Fresno
(1900)	Los Angeles
(3400)	Sacramento
(3700)	San Diego
(3800)	San Francisco

PLEASE INDICATE THE TYPE OF APPOINTMENT(S) YOU WILL ACCEPT:

Please Check Your Choice(s):

___ (D) Permanent - full time only.

___ (R) Permanent - part time or intermittent.

Temporary - full time, part time, or intermittent.

___ (A) All of the above

NOTE: PLEASE NOTIFY THE DEPARTMENT OF JUSTICE/ TESTING AND SELECTION UNIT, IN WRITING, OF ANY CHANGE IN YOUR ADDRESS OR AVAILABILITY FOR EMPLOYMENT.

DEPARTMENT OF JUSTICE
TESTING & SELECTION OFFICE
ATTN: DAG IV EXAMINATION
1300 "I" STREET
SACRAMENTO, CA 95814